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Cc: [Reeder, John](#); [Chmielewski, Kevin](#)
Subject: ACTION: Reconvening EPA's Threat Working Group (TWG) @ 3-4 p.m. Thurs., 8/31
Date: Thursday, August 17, 2017 3:18:04 PM

EPA Colleagues --

I'd like to propose the next meeting of the **Agency's Threat Working Group (TWG)** for 3 - 4 p.m. Thursday, 8/31, in Room 6426 WJC North (OHS' conference room).

The shift of the TWG meeting, which involves our several EPA offices, to alternate Thursdays (from previous alternate Friday mornings) to better facilitate coverage and participation was suggested and discussed at the 7/7 meeting. It appears, from your various calendars on the Outlook meeting scheduler, that this time and date might work best for our group, which does tend to be very busy.

As you know, we've been asked by the Deputy Chief of Staff for Operations to **ensure coordination on EPA's security-related issues**. We already collaborate regularly across offices, but the TWG meetings provide a venue for increased information flow and a forum to raise and jointly address security issues and concerns. At our 8/31 meeting, I'd suggest we once again clarify our various security roles and responsibilities so we can make sure all important functions are covered. In addition, I'd like to revisit TWG meeting "logistics," such as the proposed alternate Thursday meeting time, location, any standing agenda items and preparation, guest invitations, note-keeping, etc.

➤ Please share your own thoughts about the TWG.

We look forward to seeing you or your representative on Thursday, 8/31.

v/r
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